



# WOLF TRAP NATIONAL PARK FOR THE PERFORMING ARTS

VIENNA, VA

## STEWARDS INDIVIDUAL PLACEMENTS

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Stewards Individual Placements provides individuals with service and career opportunities to strengthen communities and preserve our natural resources. Stewards, in partnership with the National Park Service, are seeking an intern to serve as Community Volunteer Ambassador.

## POSITION DETAILS

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- Length: position is 50 weeks, 40 hours/week
- Start Date: Monday, February 8th 2021
- Living Allowance: Baseline allowance of \$440/week\*
- AmeriCorps Award: \$6,095 (pre-tax)
- Application Due Date:  
**11/30/2020, or Until Filled**
- Members will attend a week-long, nationwide, virtual training-National Early Service Training

## ABOUT THE SITE

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The only national park dedicated to presenting the performing arts. Whether you enjoy attending a performance at the Filene Center or Theatre-in-the-Woods, walking on the park's trails or a guided program with a ranger, there are opportunities for everyone to find their place here.

## POSITION SUMMARY

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Wolf Trap National Park for the Performing Arts, the only national park dedicated to presenting the performing arts, seeks a Community Volunteer Ambassador (CVA) to expand community engagement efforts and the sustainability of current volunteer programs at the park. The park has two performing arts venues, the Filene Center and Children's Theatre-in-the-Woods, but also serves as a natural oasis 13 miles outside Washington, DC. The position is a combination of hands-on field work and office work. The CVA will act as a leader during a variety of service events including but not limited to trash cleanups, trail work, plantings, and special events. 2021 will mark the 50th performance season at the Filene Center and we anticipate there will be additional planning needed for associated special events and celebrations.

## POSITION RESPONSIBILITIES

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- Collaborate with all park divisions and will be a key leader in the volunteer program
- Responsible for meeting with each division to assess their volunteer needs and goals
- Create and initiate a recruitment plan for the park
- maintain long-standing volunteer programs as well as develop new programs to meet changing needs in the park through volunteer recruitment, training, scheduling, recognition, and records management.

## MINIMUM QUALIFICATIONS

- Hardworking, friendly person who is self-motivated and passionate about volunteerism and community engagement
- They will need to be able to maintain a positive and creative outlook while navigating challenges and difficulties
- Must be able to work as a team member with people of many different backgrounds and perspectives
- Must be interested in both outdoor work and office work
- Be a U.S. citizen or lawful permanent resident
- Be 18-30 years old (35 years old if you are a veteran)
- Submit proof of a Driver's License and undergo a Federal Background Check, upon selection
- Available to work a flexible schedule to facilitate occasional evening and weekend events

## PREFERRED QUALIFICATIONS

- Project planning and coordination skills or experience
- Ability to research and utilize the available resources to move forward with projects in accordance to NPS standards and regulations
- Effectively communicate orally and in writing to provide clear project descriptions for staff and instructions to volunteers
- Organized and detail oriented with the ability to track and document items and maintain databases and files
- Leadership experience and/or desire to develop leadership skills
- Must be comfortable speaking in front of groups of varying sizes, or willing to work on these skills
- Willingness to work outdoors in a variety of weather conditions and to perform occasionally manual tasks such as loading equipment into a pickup truck, or hauling trash or brush
- Maintain a courteous attitude towards staff, volunteers, and visitors
- Proficiency with basic Microsoft Office Suite and familiarity with basic social media platforms
- This position is best suited for applicants local to the DC area, local candidates are preferred

## HOUSING

Wolf Trap does not offer housing and due to high housing costs in the DC metropolitan area, it is recommended that this position for local individuals or those that have established living situations.

\*If site is unable to provide housing at no cost, up to \$80/week may be allocated to support rent.

## HOW TO APPLY

Apply online [HERE](#). In addition to your resume, please submit a one page cover letter highlighting why you are interested in this position and how your background and experience will help you succeed in this position.

*Stewards Individual Placements Program does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all.*

